

OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813  
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KIRK CALDWELL  
MAYOR

ROY K. AMEMIYA, JR.  
MANAGING DIRECTOR

GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

January 8, 2018

The Honorable Ron Menor  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2018 JAN 11 AM 8:49

Dear Chair Menor and Councilmembers:

Pursuant to Section 367-4, Hawaii Revised Statutes, I hereby appoint Ms. Kimberly Frank as a member of the Honolulu Committee on the Status of Women. Ms. Frank will serve for a term to expire on January 2, 2020.

For any general inquiries you may have regarding this appointment, please contact my special assistant, Nelisa Asato, at 768-4292.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell  
Mayor

cc: Ms. Kimberly Frank  
Department of Community Services  
Honolulu Committee on the Status of Women  
State of Hawaii Commission on the Status of Women  
Ethics Commission

## Kimberly Miyazawa Frank, J.D.

kimberlymiyazawaf Frank@gmail.com  
808-783-4031

Kimberly Miyazawa Frank currently serves as the director of community development for the State of Hawaii's Department of Human Services. She is charged with the statewide implementation of 'Ohana Nui, a 2-Gen philosophy for the delivery of human services which requires concurrently addressing the needs of all the members of a family, a **best practice shown to break a family's intergenerational cycle of poverty**. She joined DHS in September of 2016.

Prior to this, for three years, Miyazawa Frank was the senior vice president of community development for Pulama Lanai on the island of Lanai. Charged with executing the human services side of Larry Ellison's vision of creating a sustainable island, she and her team worked with the Lanai residents to strengthen their community. Under her leadership, access to healthcare for Lanai residents was improved with the opening of the first on-island pharmacy and the start-up of hospice services. In the area of education, her team implemented programs in STEM, dual credits for high school and college courses, college and career counseling, and place-based summer school to improve educational performance at the only K-12 public school on the island. Through collaborations that she facilitated with the Oahu-based Boys & Girls **Club of Hawaii and KUPU, Lanai's non-profits** were strengthened in program areas of student leadership development and natural resources conservation. Her team started Girl Scouts on Lanai, numerous community athletic leagues for adults and keiki, and led the chartering of the Rotary Club of Lanai. They facilitated the introduction of Habitat for **Humanity to the community and garnered residents' support for establishing Women Helping Women's first domestic violence shelter** on Lanai. Economic opportunities for small businesses were created with unique strategies to increase the frequency of visits and the per capita spend by on- and off-island customers, particularly when the two hotels were closed for renovation. **Most rewarding to her was advocating for Lanai's growing Kosraean community by supporting their economic, social and spiritual growth; and, with a focus on the women, encouraging their desired economic independence through mentoring on domestic violence awareness, child care strategies, improvement of self-care and self-esteem, language development, job counseling, money management and first-time home buyer education.**

In the year preceding her work on Lanai, Miyazawa Frank served as the chief executive officer of the YWCA of Oahu at a critical time. She repositioned the organization in the community by realigning and expanding its programming to support its mission, reengage its members, and rebuild its support base. **During her tenure, the organization's signature program, Dress for Success, earned recognition as a national model for its "Going Places Network," which inspires unemployed and under-employed women to develop the professional skills to get and keep a job.** She secured the funding and support to start the Patsy T. Mink Center for Business and Leadership at the YWCA, founded to promote the economic and leadership advancement of entrepreneurs and women. And she established the **state's only transitional housing program for homeless women veterans.**

Before taking on the lead role at the YWCA, Miyazawa Frank spent two decades in organizational development in her own consulting firm and with global management consulting firms including the Gallup Organization and Towers Perrin. Her focus: maximizing employee performance, increasing customer loyalty, **and women's leadership development.**

A dedicated civic volunteer, she currently serves on the local boards of the American Heart Association/American Stroke Association, The American Cancer Society, and the Hawaii Association of Non-Profit Organizations (HANO). She is a former board member of the St. Andrew's Schools and the Better Business Bureau, Legacy of Life Hawaii, and is a past president of The Junior League of Honolulu and former board chair of the Coalition for Tobacco Free Hawaii. She is an active member of the Rotary Club of Honolulu. In the 20+ years that Miyazawa Frank worked on the mainland, she volunteered for or served on numerous boards including the Arthritis Society, Women Helping Women, University of Cincinnati's **Women's Studies Program, the YWCA, Planned Parenthood, United Way and the Children's Defense Fund.**

Miyazawa Frank started her career as a litigation attorney in Cincinnati, OH where she defended Fortune 500 companies such as Procter & Gamble, General Motors and Marion Merrell Dow in products liability lawsuits. She also served as a planned giving officer for her undergraduate alma mater, Miami University.

She received a juris doctor degree from Rutgers School of Law in Camden, NJ, and earned a bachelor of science in special education from Miami University in Oxford, OH. She was born and raised in Honolulu, Hawaii, and graduated from St. Andrew's Priory. She and her husband reside on Oahu with their three children.



CITY AND COUNTY OF HONOLULU  
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER  
NOMINATION FORM

1. Position Nominated to: Committee on the Status of Women
2. Name: Kimberly Miyazawa Frank  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐  
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐  
If yes, how long 15 yrs  
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) N/A
5. Occupation: Director, Community Development
6. Name and address of employer or firm:  
State of HI, Dept of Human Services  
1390 Miller Street, Honolulu, HI 96813
7. Does your employer do any business with the City and County of Honolulu?  
Yes ☒ No ☐ If yes, state the nature of business and approximate dollar amount in the last five years:  
Collaboration
8. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes ☐ No ☒
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒  
If yes, provide details including the name(s) of the firm:  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☒ No ☐  
If yes, provide details:  
Jeffrey K. Miyazawa, DPS  
Consultant to this business
11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:  
\_\_\_\_\_
13. Are there any incidents in your past that may jeopardize your nomination  
Yes ☐ No ☒



14. Have you ever been convicted of a felony? If yes, provide details:

No

15. Education:

JD, Rutgers Law School - NJ

BS, Miami University - OH

HS diploma, St Andrew's Priory - HI

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

Resume attached

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

Resume attached

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☐ No ☒ If yes, provide name(s) of board/commission:

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

Support and further the interests/issues of women vis a vis city government / activities / events.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

King m Jil  
(Signature)

11/26/17  
(Date)

The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.



Office of the City Clerk  
CITY AND COUNTY OF HONOLULU  
STATE OF HAWAII

## Voter Certificate

I, Glen I. Takahashi, City Clerk of the City & County of Honolulu, State of Hawaii do hereby certify that,

**KIMBERLY M. FRANK**

a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of

Precinct, 04 Representative District, 23 State of Hawaii

Voter ID No: 1473815 Registration Date: 10/17/2013

Date of Birth: [REDACTED]

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed on January 10, 2018

Signature Block

Signature of Elector

Glen I. Takahashi, City Clerk  
City and County of Honolulu  
State of Hawaii